

B2 – EXPENDITURE/REVENUE ACCOUNTING ADJUSTMENTS IN FFIS

Most transactions are recorded in the accounting system by preparing documents that are entered into a National Finance Center (NFC) feeder system (i.e., payroll, travel, purchase orders, etc.) or with documents that are direct entered into FFIS (i.e., billings, obligations, payments etc.). When accounting data has been entered incorrectly and it is determined an accounting adjustment must be made, the first choice is to modify the original document. When that is not possible, the mechanism for making these adjustments may be a FFIS “B2” document. This section provides guidance to offices for determining if a B2 document is the proper mechanism for making an accounting adjustment.

I. Background:

The USDA, FFIS Project Office was very hesitant to allow miscellaneous accounting adjustments in the Foundation Financial Information System (FFIS). The accounting adjustments provide no audit trail to the general ledger and are often inappropriate. If used incorrectly, they will create abnormal balances in our ledger and on our Consolidated Financial Statements and Treasury reports.

The B2 transaction code is used to correct accounting entries when the program code or budget object code (BOC) needs to be changed. It is a clone of the FFIS Standard Voucher document.

The B2 adjustment would only be performed in situations where an incorrect program code or budget object code (BOC) was used on a document. An “incorrect” program code or BOC means it is a valid code in FFIS but not the proper code for a specific transaction. An “invalid” program code is not established in FFIS. You would not prepare an accounting adjustment for an invalid program code. In this case, you need to contact the FFIS Functional Administrator in WFSB, Washington, D.C.

II. Determining When to Request a B2 Document:

Below are some items to consider before deciding to request an adjustment:

1A) **Feeder Correction:** Can the original document be corrected in the original feeder system? If the answer is yes, amend the original document in its feeder. The following are examples of feeder systems that allow for corrections to be made through them into FFIS.

PCMS: If the transaction is PCMS-related it must be corrected in PCMS. The PCMS is a feeder that back-feeds from FFIS and both balances must match. Note: A transaction in PCMS can be “reconciled” or changed many times.

PRCH: The purchasing feeder is designed to track modifications to original procurement documents. A modification to the original purchase order is your preferred method for correcting accounting and BOC information. If you determine it necessary to correct a

purchasing document directly in FFIS, the entire purchase order must be closed before processing the adjustment. Closed means that all goods were received, the vendor was paid, and any remaining obligations on the purchase order were cancelled.

TRVL: The Travel system only obligates relocations and therefore, allows for adjustments of the AD-202 for relocations only. These must be corrected in the travel system if the traveler is still in the process of relocating and vouchering for expenses. If the relocation is complete and fully paid it cannot be modified in travel and you will have to adjust it in FFIS. If a voucher for temporary duty has processed and paid in travel, it must be adjusted in FFIS.

1B) **If the answer is NO.** If the original document cannot be corrected in the feeder then consider requesting a B2 accounting adjustment. The UTVN, TELE, FTSP, MPOL and Travel (except for relocations when amending the AD-202) feeders do not lend themselves to corrections. In addition, the stored accounting feeders like UTVN, TELE, FTSP, MPOL must have a document submitted to NFC to correct the accounting code on future documents. The intent is to keep the stored master feeder systems accurate.

2) **Program Code Problems.** Is the program code (accounting code) set up correctly in FFIS? The program code may be valid in FFIS but set up incorrectly in the FFIS tables ACXT and DVAL. For example, you have a Fund 510 accounting code appearing under Fund 520 data, or one of your offices is aligned with the wrong division code. In these situations **do not** prepare an accounting adjustment. Please contact the FFIS Functional Administrator in WFSB, Washington, D.C. for assistance in resolving these matters. If we do not fix the underlying problems with accounting codes, errors in processing transactions will continue to occur.

3) **Amount.** Is the amount of the adjustment material? The analyst should determine the materiality, given the circumstances of the adjustment.

5) **Payment Status.** ALL adjustments will be made only on “Closed” transactions in FFIS. This can be determined by reviewing the PVHT and PVLТ tables in FFIS. We recommend that you make screen prints. Do not request an adjustment until you can document a closed status.

6) **Backup Detail.** The Description field must specify information that can refer you back to the detailed documents that made up your adjustment amount. In an audit, you may be required to produce the original documents to support this adjustment. ALL entries with a description such as “change or correct accounting, account adjustment, correct BOC, or MISC accounting adjustment” will be reviewed/audited extensively. These are not adequate descriptions. The description must reflect specific details regarding the reason for the adjustment.

III. Who In GIPSA Can Do These Adjustments?

Please submit all B2 requests via email or fax to WFSB, Washington, D.C. Backup detail (described above under #6) is required for all adjustments. You must submit this information along with your request.